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Library Operational Work Group on Consolidation  
Meeting Minutes

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3-31-2017

# Operational Working Group Minutes

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Operational Working Group  
Friday, March 31, 2017 (Pooler)  
Notes

Submitted by Jessica C. Garner

Attending: Bede Mitchell (FA co-chair), Doug Frazier (FA co-chair), Clement Lau (OWG co-chair), Aimee Reist (OWG co-chair), Fred Smith, David Lowder, Debra Skinner, Jessica C. Garner, Beth Burnett, Ann Fuller, Judith Garrison, Caroline Hopkinson.

**Consolidated Mission statement**

Beth Burnett, Aimee Reist, and Ruth Baker of the OWG will combine the two library mission statements. Area of focus in the new mission statement will include:

Technology

Library Environment

Meets the scholarly needs of the University and the general public

*The following sentences were highlighted as being very important from the current mission statements:*

...” Meets the scholarly needs of the University and the general public.

“By adopting technological innovation in information delivery, we continually strive to improve the experience of patrons.”

“...seek to create a welcoming, functional environment, both physically and virtually, that encourages intellectual inquiry and serendipitous discovery.”

**Consolidated Strategic Goals**

The OWG will use the Lane Library Goals as a template for creating a new consolidated list of strategic goals. All committee members may review and comment on this document electronically. Those comments will be compiled and incorporated into the new consolidated Strategic Goal by Bede and Doug.

Comments are due by noon on **Wednesday, April 5<sup>th</sup>, 2017.**

The OWG will finalize and approve the combined strategic goals on **Thursday, April 6, 2017 @ 3:15pm.**

**Consolidated organizational structure**

After discussion of organization structure, it was agreed upon that the University of Washington Libraries Organizational Structure could serve as a model for the consolidated libraries moving forward.

The OWG brainstormed what could become shared services:

Bindery Shipment

Systems: ALMA and patron management

Library Technology

Acquisitions

E-team: Georgia Southern has a system in place for reporting problems within the catalog, online resources, website, etc. that is maintained by the Collection & Resource Services Department.

The e-team Help Tickets are sent to the correct faculty/ staff person to correct. An FAQ is maintained that all faculty & staff can review.

Website

Virtual Reference  
Institutional Repository  
ILL  
Circulation (shared policies)  
Learning Commons—rebranding

**Establish subgroups, subgroups leads, and subgroup charges**

*Website sub-working group*

Co-chairs: David Lowder & Doug Frazier

The website sub-working group will examine the websites of the libraries that have already been consolidated. This group will draft a report and develop recommendations for our consolidated website.

*IT sub-working group*

Co-chairs: Doug Frazier & David Lowder

The IT sub-working group is charged with reaching out to the appropriate University OWG. They will use this information to draft a report or recommendation for the consolidated libraries.

*Business Arrangement sub-working group*

Co-chairs: Doug Frazier, Debra Skinner  
Jessica Minihan

The Business Arrangement sub-working group will examine the subscriptions and contracts of each library. This sub-working group will make a recommendation or report about the best way to combine library resources.

*Reference sub-working group*

Co-chairs: Ruth Baker & Judith Garrison

The Reference sub-working group is charged with developing recommendations for consolidating Reference and Instructional Services. This sub-group will also make a report about the differences in the two institutions' "Learning Commons" and how those differences may be reconciled in consolidation. Those suggestions included rebranding the Georgia Southern Learning Commons.

*Access Services sub-working group*

Co-chairs: Ann Fuller & Fred Smith  
Jessica C. Garner

The Access Services sub-working group will be divided into two groups: Circulation and Interlibrary Loan. The circulation sub-working group is tasked with reviewing circulation policies and making recommendations to reconcile the two policies. The Interlibrary Loan sub-working group is tasked with reviewing Interlibrary Loan policies and making recommendations to reconcile the two policies.

*Institutional Repository sub-working group*

Co-chairs: Debra Skinner and Beth Burnett  
Jeff Mortimore

The Institutional Repository sub-working group is charged with developing a report for how to incorporate Lane Library faculty & staff into the process of creating and supporting an Institutional Repository at Lane Library.

Special Collections was discussed generally, but no actions were proposed.

*Government Documents sub-working group*

Lori Gwinett and Judith Garrison

This sub-working group was charged with developing a plan to consolidate the Government Documents services at the two libraries.

**Parking Lot Items**

Collection Development Policy

**Future Meetings:**

**Wednesday, April 26, 2017** recommendations and reports from the sub-groups are due

**Friday, April 28, 2017** OWG will meet at the Lane Library to approve and discuss the recommendations and reports from the sub-working groups

**Wednesday, May 3, 2017** share the recommendations with Lane & Henderson Library faculty & staff

**Monday, May 8, 2017** Library Day Operational Working Group